

Glossary

Accredited Education - Education above the high school level completed in a US college, university or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the Secretary of Education.

Agency - As used in the IFPM Standard, any one of the following: Bureau of Land Management, U.S. Fish and Wildlife Service, National Park Service, Bureau of Indian Affairs or the U.S. Forest Service.

Appointment - Placement in a vacant position.

Career-Conditional Career - Career-Conditional is the 1st 3 year period following your initial status (permanent) appointment. Career is the period after the 1st 3 years. Career-conditional have 3 years reinstatement eligibility. Career employees have life time reinstatement eligibility. Both Career and Career-Conditional tenured employees receive full benefits, including Health, Life, and Retirement.

Charter - A written instrument or contract that delegates authorities and identifies processes for a specific group and is executed in due form.

Competency - An observable, measurable pattern of skills, knowledge, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully. (OPM)

Complexity Descriptors - The criteria describing each of the complexity sub-elements used for classifying each sub-element as low, moderate or high.

Critical element - A work assignment or responsibility of such importance that unacceptable performance on the element would result in a determination that an employee's overall performance is unacceptable. (OPM)

Cross walk - A document designed to identify the similarity between the 14 Key Fire Management Positions and national standard position descriptions already in use by each of the wildland fire agencies.

Developmental details - A temporary short-term work assignment of an employee for a specified period, that offers the participant career development opportunities with the employee returning to his or her regular duties at the end of the detail.

Diversity - Racial, religious, color, gender, national origin, disability, sexual orientation, age, education, geographic origin, and skill characteristics.

Discipline - A specialized knowledge or teaching.

Employee - Individual who works for an Agency and receives financial compensation for work performed.

Employee Performance Plan and Results Report (EPPRR) - See performance appraisal.

Federal Fire Training Task Group (FFTTG) - A standing group comprised of the federal training officers from the Bureau of Land Management, Bureau of Indian Affairs, Fish and Wildlife Service, National Park Service and the US Forest Service.

Fire Program Unit - the area administered by a Fire Management Officer at the Forest (USFS), District (BLM), Refuge (USFWS), Agency/Reservation (BIA) or Park (NPS) level. An FMO that has responsibilities for more than one area (park, refuge, reservation) should treat all the areas as one Fire Program Unit, and do one complexity analysis for the entire Fire Program Unit.

Geographic Area - For the purposes of the *IFPM Standard* Geographic Area is defined to be:
Forest Service, Fish and Wildlife Service, National Park Service - Regional
Bureau of Land Management - State
Bureau of Indian Affairs - Area

Guiding Principles - these are the assumptions to be used when completing the complexity analysis. There are 22 Guiding Principles. The Guiding Principles and the Rules of Thumb should be referenced when determining a complexity score for each sub-element of the complexity analysis.

IFPM Standard - Interagency Fire Program Management Qualifications Standards and Guide. The standard that lists the key fire management positions, associated qualifications and competencies. See the website for more information
http://www.nifc.gov/safety_study/qualifications.html

Incumbent - An individual who is currently occupying a position.

Individual Development Plan (IDP) - An instrument that maps out an individual's planned development activities.

Information Technology - Computers and other technology systems that manage data.

Interagency - Involving or representing two or more agencies, especially government agencies.

Interdisciplinary Position - A position involving duties and responsibilities closely related to more than one occupation. As a result, the occupation could be classifiable to two or more occupational series. The nature of the work is such that persons with education and experience in either of the two or more professions or scientific disciplines may be considered equally to do the work. (OPM)

Knowledge, Skills and Abilities - The attribute required to perform a job and are generally demonstrated through qualifying experience, education or training. Knowledge is a body of

information applied directly to the performance of a function. Skill is an observable competence to perform a learned psychomotor act. Ability is competence to perform an observable behavior or a behavior that results in an observable product.

Leadership - The capacity to lead others.

Long-term - One to three years, or more.

Match - To fit a mentor and mentee together.

MEL - “Most efficient/effective level.” MEL should remain constant over a period of time. This does not mean the current level of funding; it includes everything in the budget planning analysis for a unit. For the NPS, use the position deficiencies list generated by SACS.

Mentor - A trusted counselor or guide; most often oriented toward an exchange of wisdom, support, or guidance for the purpose of career growth.

Mentee - An individual who is being mentored.

Multi-cultural competence - Relating to, reflecting, or adapted to diverse cultures.

NFAEB - National Fire and Aviation Executive Board - A standing board comprised of the Fire Directors from the Bureau of Land Management, Bureau of Indian Affairs, Fish and Wildlife Service, National Park Service, and US Forest Service.

Non-competitive Action - An appointment to or placement in a position in the competitive service that is not made by selection from an open competitive examination, and that is usually based on current prior federal service. (OPM)

Non-critical Element - A dimension or aspect of individual, team or organizational performance, exclusive of a critical element, that is used in assigning a summary level. Such elements may include, but are not limited to, objectives, goals, program plans, work plans, and other means of expressing expected performance. (OPM)

NWCG - National Wildfire Coordination Group - The National Wildfire Coordinating Group (NWCG) is made up of the USDA Forest Service; four Bureaus of the Department of the Interior: Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Fish and Wildlife Service (FWS); and State forestry agencies through the National Association of State Foresters. The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

Outreach - Communication with organizations or people outside a work unit for the purpose of attracting well-qualified individuals to apply to the Agency.

Official Personnel Folder (OPF) - Standard Form 66 is a file containing records and documents related to civilian employment maintained in the Agency's Human Resources Office.

OPM - The Office of Personnel Management.

Performance – Accomplishment of work assignments responsibilities. (OPM)

Performance Appraisal or Rating - Written, or otherwise recorded, appraisal of performance compared to performance standard(s) for each critical and non-critical element on which there has been an opportunity to perform for the minimum period. (OPM)

Instrument that measures the major duties and performance of the employee during a specific period of time against pre-established criteria. (OPM)

Performance Standard - The management approved expression of performance threshold(s), requirement(s), or expectation(s) that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to, quality, quantity, timeliness, and manner of performance. (OPM)

Personnel Action - The Process necessary to appoint, separate, or make other personnel changes. (OPM)

Placement - Putting employees into jobs. This may be done by appointment of someone new to the government; by promotion, change to lower grade, reassignment, or transfer within agency or from other agencies of a current employee, and by reinstatement of a former employee. (OPM)

Position - The officially assigned duties and responsibilities that make up the work performed by an employee. (OPM)

Position Description - A statement of duties and responsibilities comprising the work assigned to a civilian employee. (OPM)

Professional Position - Position that requires knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with a majority study in or pertinent to a specialized field.

Qualifications - Initial requirements to be considered as meeting the minimum qualifications (eligibility is different, ie. ability to apply under Merit Promotion, VEOA, etc.) for a position.

Qualifications - Qualifications refer to Incident Command System positions listed on a person's "red card" that allow them to function in support of wildland and prescribed fire activities.

Recruitment - Activity that entails looking for well qualified individuals to fill vacant positions.

Related Education - Education above the high school level that has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position being filled.

Education may relate to the duties of a specific position or to the occupation, but must be appropriate for the position being filled. (OPM)

Remote Work Station - For purposes of the complexity analysis, any station that does not serve as the base of operations for a Fire Management Officer or Assistant Fire Management Officer, or agency equivalents. This would include satellite stations; i.e. guard stations; out stations; lookouts, helibases, etc.

Rules of Thumb - Additional assistance to interpret the criteria descriptors for each sub-element. The Rules of Thumb should be used in conjunction with the Guiding Principles to determine a score for each complexity analysis sub-element.

Selective Factor - Knowledge, skills, and abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration. (OPM)

Series - Classes of positions similar in specialized line or work but differing in difficulty or responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range. (OPM)

Short-term - Up to 12 months.

Specialized experience - Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled. (OPM)

Technical Position - Typically associated with and supportive of positions in the professional or administrative field. Involves extensive practical knowledge, gained through experience and or specific training less than that represented by college graduation.

Testing designated positions – Positions, which have been designated by law or policy for random drug testing.

Travel Time - The amount of time it takes to get to a destination, assuming the most common and appropriate form of transportation is utilized; i.e a road is traveled by vehicle; roadless area means foot travel or stock, unless helicopter is permitted and the most common transport.

Unit - For the purpose of the *IFPM Standard* unit is defined to be:

- Bureau of Indian Affairs - Tribe/Agency
- Bureau of Land Management - District/Field Office
- Fish and Wildlife Service - Refuge or Zone
- National Park Service - Park or Area
- Forest Service - Forest/District or Zone